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ABSTRACT

This instructor's packet accompanies the learning activity package (LAP) on confidentiality. Contents included in the packet are a time sheet, suggested uses for the LAP, an instruction sheet, final LAP reviews, a final LAP review answer key, suggested activities, student completion cards to issue to students as an indicator of successful LAP completion, and a student worksheet. (YLB)

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ED220695

LAP *Learning Activity Package*

Instructor's Packet

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"CONFIDENTIALITY"

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INSTRUCTOR'S PACKET

PREPARED BY: LILLIAN RUNGE, RN
INSTRUCTOR, COASTLINE ROP

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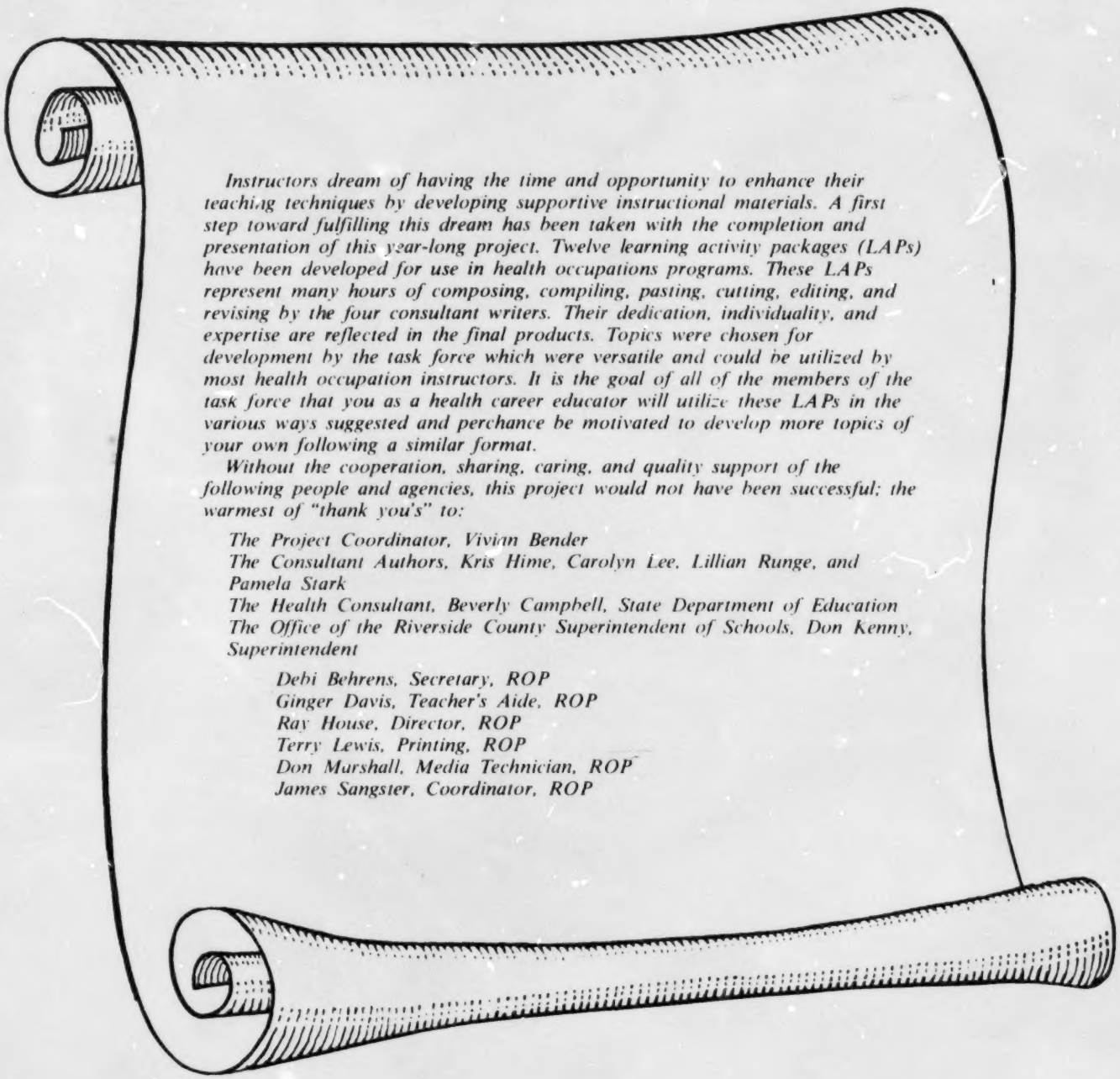
1982



Instructors dream of having the time and opportunity to enhance their teaching techniques by developing supportive instructional materials. A first step toward fulfilling this dream has been taken with the completion and presentation of this year-long project. Twelve learning activity packages (LAPs) have been developed for use in health occupations programs. These LAPs represent many hours of composing, compiling, pasting, cutting, editing, and revising by the four consultant writers. Their dedication, individuality, and expertise are reflected in the final products. Topics were chosen for development by the task force which were versatile and could be utilized by most health occupation instructors. It is the goal of all of the members of the task force that you as a health career educator will utilize these LAPs in the various ways suggested and perchance be motivated to develop more topics of your own following a similar format.

Without the cooperation, sharing, caring, and quality support of the following people and agencies, this project would not have been successful; the warmest of "thank you's" to:

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CONTENTS

	Page
Instructor's Packet	1
Time	2
Suggested Uses for the Materials	3
Instruction Sheet	4
Final LAP Review	5
Suggested Activities	11
Additional Resources	11
Completion Cards	12
Work Sheet	13

INSTRUCTOR'S PACKET

A LAP IS AN INDIVIDUALIZED LEARNING ACTIVITY PACKAGE TO ASSIST THE STUDENT TO ACQUIRE KNOWLEDGE FOR A SPECIFIC TOPIC.

INCLUDED IN THIS PACKET ARE THE FOLLOWING:

1. Suggested uses for LAP
2. Instruction sheet
3. LAP review
4. LAP review key
5. Suggested activity list
6. Additional resources
7. Student completion cards
8. Student work sheet

TIME

TIME REQUIRED WILL VARY WITH EACH STUDENT, BUT THE INSTRUCTOR SHOULD ALLOW AT LEAST _____ MINUTES FOR THE STUDENT TO COMPLETE THIS LAP.

SUGGESTED USES FOR THE MATERIALS INCLUDED IN THIS LAP ARE LISTED BELOW:

REVIEW

EVALUATION

SPIRIT MASTERS

XEROX

HANDOUTS

REMEDIAL WORK

TOPIC CHALLENGE FOR STUDENT

OVERHEADS

DITTOS

POSTERS

MAKE-UP WORK

CLASSROOM ACTIVITIES

INSTRUCTION SHEET

1. GIVE EACH STUDENT A LAP.

2. HAVE EACH STUDENT READ THE LAP AND COMPLETE THE REVIEW SECTIONS.

   THE STUDENT MUST GET EVERY QUESTION IN THE REVIEW SECTION CORRECT BEFORE CONTINUING ON TO THE NEXT TOPIC. IF ALL OF THE ANSWERS ARE NOT CORRECT, REPEAT THE SECTION OR TOPIC.

3. WHEN THE LAP IS COMPLETED, THE LAP AND WORK SHEETS SHOULD BE TURNED IN TO THE INSTRUCTOR, AND THE STUDENT SHOULD BE GIVEN THE FINAL LAP REVIEW.

4. AFTER ALL* OF THE FINAL LAP REVIEW QUESTIONS ARE ANSWERED CORRECTLY, THE STUDENT WILL RECEIVE A COMPLETION CARD. COMPLETION CARDS ARE INCLUDED IN THIS PACKET.

5. THE TIME FOR COMPLETING THE LAP WILL VARY WITH EACH STUDENT.

*IF THE STUDENT DOES NOT ANSWER ALL OF THE QUESTIONS CORRECTLY, RETURN THE LAP TO THE STUDENT FOR FURTHER REVIEW.

FINAL LAP REVIEW NAME _____

CONFIDENTIALITY DATE _____

ANSWER ALL QUESTIONS ON YOUR REVIEW WORK SHEET

ON YOUR REVIEW WORK SHEET, WRITE T IF THE STATEMENT IS MORE TRUE THAN FALSE. WRITE F IF THE STATEMENT IS MORE FALSE THAN TRUE.

____ 1. PATIENTS' NAMES MAY BE USED WHENEVER WE ARE DISCUSSING CONFIDENTIAL MATTERS IN A STAFF CONFERENCE.

____ 2. ALL PATIENTS HAVE THE RIGHT TO MAINTAIN THEIR CONFIDENTIALITY.

____ 3. MOST PEOPLE DO NOT MIND IF THEIR NEIGHBORS KNOW THEIR PROBLEMS.

____ 4. IT IS PERMISSIBLE FOR YOU TO DISCUSS THE PATIENT'S PROGRESS WITH THE PATIENT'S FAMILY.

LIST THE SEVEN MAJOR SITUATIONS WHERE YOU SHOULD NOT DISCUSS PATIENT INFORMATION.

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

CHOOSE THE WORD OR PHRASE WHICH BEST COMPLETES EACH OF THE FOLLOWING STATEMENTS. WRITE PROPER LETTER ON YOUR REVIEW SHEET.

12. WHEN HE IS A PATIENT, THE HUSBAND OR FATHER OF THE FAMILY USUALLY WORRIES ABOUT:

A. WHO WILL TAKE CARE OF THE CHILDREN?
B. WILL I BE ABLE TO KEEP UP WITH MY SCHOOLWORK?
C. WILL I LOSE MY JOB?
D. WILL I BE ABLE TO STAY ON THE SPORTS TEAM?

13. A PATIENT IS MORE APT TO CONFIDE IN YOU BECAUSE:

A. THE PATIENT IS AWAY FROM HOME.
B. THE PATIENT IS UNDER MUCH STRESS.
C. THE PATIENT IS IN PAIN.
D. THE PATIENT FEELS SORRY FOR HIMSELF/HERSELF.

14. CONFIDENTIAL INFORMATION ABOUT PATIENTS:

A. MAY BE DISCUSSED WITH OTHER PATIENTS
B. MAY BE USED FOR YOUR OWN ADVANTAGE
C. SHOULD NEVER BE DISCUSSED WITH YOUR IMMEDIATE SUPERVISOR
D. SHOULD NEVER BE DISCUSSED OUTSIDE THE HOSPITAL

15. IF A VISITOR ASKS YOU ABOUT A PATIENT'S CONDITION, YOU SHOULD:

A. IGNORE THE VISITOR.
B. ANSWER THE QUESTION YOURSELF.
C. ASK THE VISITOR TO CHECK WITH THE PERSON IN CHARGE.
D. REPORT THE VISITOR TO THE SUPERVISOR.

16. REPEATING CONFIDENTIAL INFORMATION TO YOUR PEER IS:

A. ALL RIGHT IF THE PERSON KNOWS THE PATIENT

B. FORBIDDEN ACCORDING TO ETHICAL CODE

C. ADVISED BY MOST DOCTORS

D. ACCEPTABLE IN SOME STATES

COMPLETE EACH STATEMENT BY FILLING IN THE PROPER WORD ON YOUR REVIEW SHEET.

17. CONFIDENTIAL INFORMATION IS ANY _____ INFORMATION ABOUT ANY PATIENT.

18. IF ONE SHOULD TELL ANOTHER SOMETHING IN CONFIDENCE, ONE MIGHT SAY THAT THE PERSON TOLD HIM OR HER A _____.

19. A STUDENT'S ATTITUDE CAN HELP TO _____ THE PATIENT'S CONFIDENCE IN THE STUDENT.

20. ALL PATIENTS HAVE THE _____ TO HAVE ALL INFORMATION ABOUT THEM KEPT IN CONFIDENCE.

21. IT IS _____ TO TELL THE NEWS MEDIA ANYTHING ABOUT ANY PATIENT.

CONFIDENTIALITY
LAP REVIEW WORKSHEET

NAME _____ CLASS _____

DATE _____ INSTRUCTOR _____

TRUE/FALSE	CHOOSE ONE	COMPLETION
1. _____	12. _____	17. _____
2. _____	13. _____	18. _____
3. _____	14. _____	19. _____
4. _____	15. _____	20. _____
	16. _____	21. _____

LIST

5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

THE KEY

1. T

2. T

3. F

4. F

5. YOU SHOULD NOT DISCUSS INFORMATION ABOUT ONE PATIENT WITH ANOTHER PATIENT.

6. YOU SHOULD NOT DISCUSS THE PATIENT WITH CONCERNED FRIENDS OR RELATIVES.

7. YOU SHOULD NOT DISCUSS THE PATIENT WITH HIS/HER RELATIVES.

8. YOU SHOULD NOT DISCUSS THE PATIENT WITH ANY MEMBER OF THE NEWS MEDIA.

9. YOU SHOULD NOT DISCUSS THE PATIENT WITH FELLOW WORKERS, UNLESS THEY ARE DIRECTLY INVOLVED WITH CARING FOR THAT PATIENT.

10. YOU SHOULD NOT DISCUSS THE PATIENT WITH ANY MEMBER OF YOUR FAMILY.

11. YOU SHOULD NOT DISCUSS THE PATIENT WITH ANY PERSON IN THE COMMUNITY.

12. C

13. B

14. D

15. C

16. B

17. PERSONAL

18. SECRET

19. INSPIRE

20. RIGHT

21. WRONG, FORBIDDEN

Suggested Activities

1. Play a "Secret Game" in class-

   A student whispers a short story or a few sentences to the student beside him/her. Each student whispers the same to the next until all have heard the "secret." Evaluate the difference between the original "secret" and the ending "secret."

2. In class-

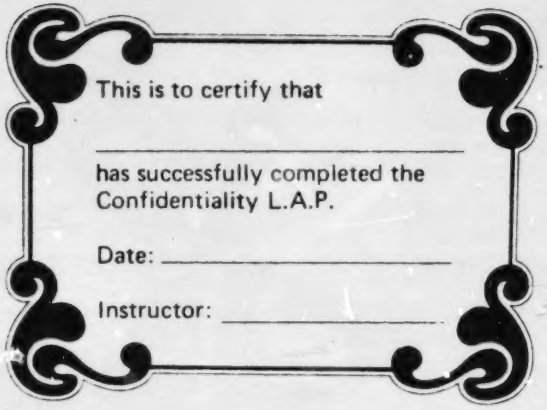
   Have the students relate specific situations where they have witnessed the confidentiality of a patient being violated.

3. Have the students make a "hidden word game" using pertinent terminology.

Additional Resources

Patient's Bill of Rights — from a local hospital

Legal Implications in Nursing (filmstrip) — Trainex Corporation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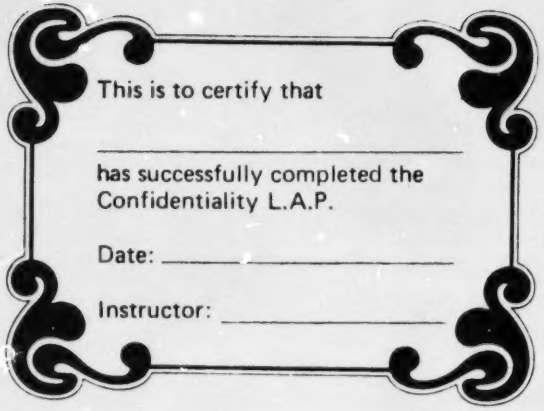
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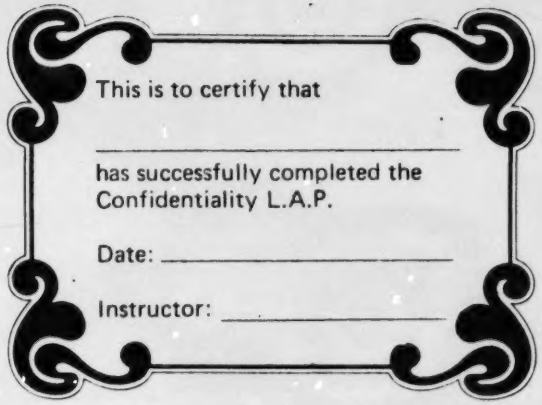
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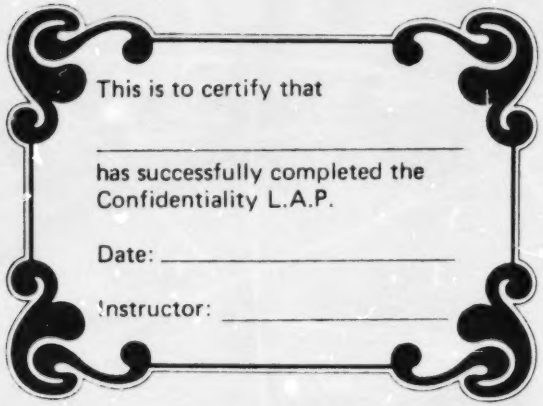
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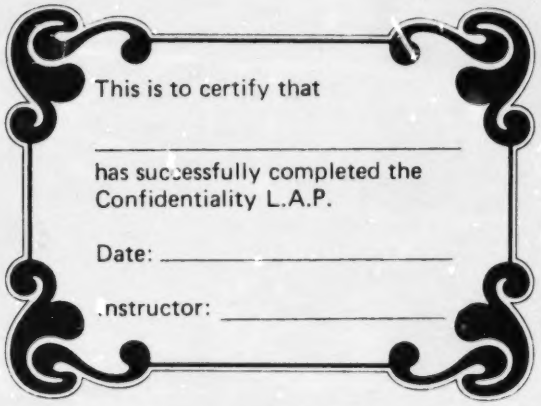
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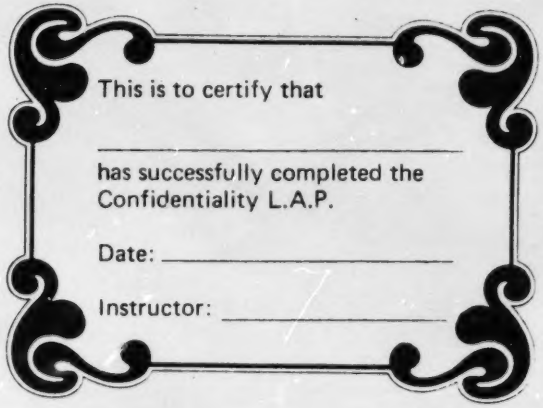
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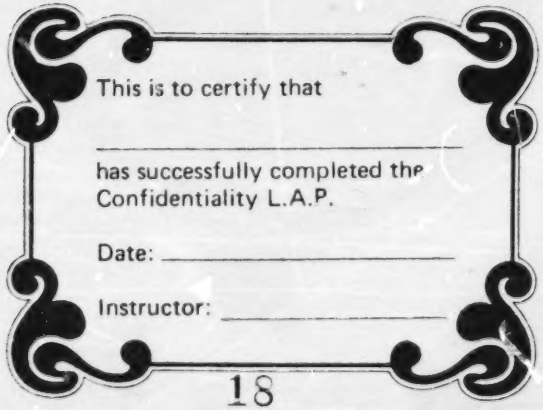
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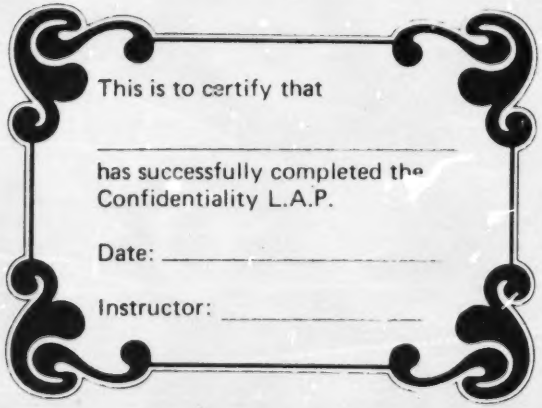
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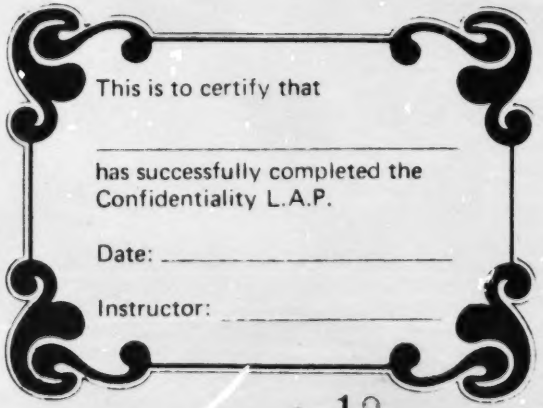
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Date:
Instructor:

CONFIDENTIALITY

NAME _____

YOUR VERY OWN WORK SHEET

ACTIVITY #1.

THINK OF MORE EXAMPLES AND LIST AT LEAST TWO ON YOUR WORK SHEET.

_____

_____

_____

ACTIVITY #2.

NAME OR LIST OTHER SITUATIONS YOU CAN THINK OF OR IN WHICH YOU MAY HAVE BEEN INVOLVED.

_____

_____

_____

ACTIVITY #3.

ADD AS MANY MORE TO THIS LIST AS POSSIBLE.

_____

_____

_____

CONFIDENTIALITY

NAME _____

YOUR VERY OWN WORK SHEET #4.

REPORTABLE	NONREPORTABLE

YOUR VERY OWN WORK SHEET

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